

Report to: Asset Management Forum

Date of Meeting: 2nd December 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A



Property and FM Team Update Report

Report summary:

This report summarises property and FM activities over the last few months and future activities.

The report also provides an update on ongoing capital projects and capital bids proposals for 2025/26.

Is the proposed decision in accordance with:

Budget Yes ☒ No ☐

Policy Framework Yes ☒ No ☐

Recommendation:

That the Forum

- a) Note the contents of this report

Reason for recommendation:

To ensure Members of the Forum are informed of the Property and FM activities that have taken place over the last few months and planned future activities.

Officer: Jorge Pineda-Langford – Principal Building Surveyor / Team Lead JPineda-Langford@eastdevon.gov.uk 01395 571633

Portfolio(s) (check which apply):

- ☐ Climate Action and Emergency Response
- ☐ Coast, Country and Environment
- ☐ Council and Corporate Co-ordination
- ☐ Communications and Democracy
- ☒ Economy
- ☒ Finance and Assets
- ☐ Strategic Planning
- ☐ Sustainable Homes and Communities
- ☒ Culture, Leisure, Sport and Tourism

Equalities impact Low Impact

Climate change Low Impact

Risk: Low Risk;

Links to background information N/A

Link to [Council Plan](#)

Priorities (check which apply)

- ☒ A supported and engaged community
 - ☒ Carbon neutrality and ecological recovery
 - ☒ Resilient economy that supports local business
 - ☒ Financially secure and improving quality of services
-

Report in full

1. Introduction

1.1. The Property and FM Team continues to support and fulfil the Council's responsibilities across its corporate property stock.

1.2. As background information, the Forum has previously received the following reports:

- June 2024: "Property and FM Team Update Report". The report provided an update on the activities of the Property and FM Team to May 2024.
- December 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to October 2023.
- June 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2023.
- February 2023: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to February 2023.
- November 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to September 2022.
- June 2022: "Update Report on Activities by Property & FM Team". The report provided an update on the activities of the Property and FM Team to May 2022.

1.3. This new report focuses on providing an update / summary on work being done and planned since the previous report and it covers the period from June 2024 to October 2024.

2. Planned Preventive Maintenance and Compliance

2.1. A summary of planned preventive maintenance (PPM) and compliance works undertaken between June 2024 to October 2024 is shown in the table below.

Location	PPM And Compliance Works
Axminster Leisure Centre	• Thermostatic mixing valves (showers etc.).
Axminster Millwey Rise Unit 7	• Roller shutter door.
Broadclyst Leisure Centre	• Automatic doors. • Emergency lighting system. • Lightning conductor.
Budleigh Salterton Workshop Communal Toilet	• Electrical - fixed wiring (3 years).
Colyton Leisure Centre	• Emergency lighting system. • Gas fired boilers. • Heating and ventilation maintenance. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Camperdown Depot	• Air conditioning unit / heat pump. • Electrical – PAT test. • Roller shutter door.
Exmouth East Devon Tennis Centre	• Emergency lighting system. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Imperial Recreation Grounds PC	• Emergency lighting system.
Exmouth Leisure Centre	• Electrical - fixed wiring (yearly). • Emergency lighting system. • Gas fired boilers. • Pumping stations. • Thermostatic mixing valves (showers etc.).
Exmouth Magnolia Centre PC	• Emergency lighting system.
Exmouth Manor Gardens Tool Shed	• Fire extinguishers.
Exmouth Pavilion	• Automatic doors. • Electrical - fixed wiring (3 years). • Gas fired boilers. • Lifts (biannually). • Roller shutter door. • Stage equipment inspection. • Thermostatic mixing valves (showers etc.).
Exmouth Phear Park Gardeners Depot	• Emergency lighting system. • Fire extinguishers.
Exmouth Town Hall	• Fire shutters. • Gas fired boilers. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Exmouth Withycombe Common Changing Rooms	• Electrical – PAT test. • Emergency lighting system. • Fire extinguishers.
Honiton Allhallows Pavilion and Tool Shed	• Gas fired boilers.

Location	PPM And Compliance Works
Honiton Blackdown House	• Automatic doors. • Gas fired boilers. • Lifts (quarterly). • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Honiton East Devon Business Centre	• Automatic doors. • Fire extinguishers. • Lightning conductor. • Thermostatic mixing valves (showers etc.).
Honiton Leisure Centre	• Automatic doors. • Emergency lighting system. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Honiton Swimming Pool	• Automatic doors. • Gas fired boilers. • Lifts (biannually). • Pumping stations.
Honiton Thelma Hulbert Gallery	• Electrical – PAT test. • Fire extinguishers. • Gas fired boilers. • Lifts (biannually). • Thermostatic mixing valves (showers etc.).
Ottery St Mary Leisure Centre	• Lightning conductor. • Oil fired boilers. • Thermostatic mixing valves (showers etc.).
Seaton West Walk PC	• Pumping stations.
Sidford Changing Rooms	• Fire extinguishers. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Sidmouth Cemetery Chapel and Store	• Fire extinguishers.
Sidmouth Coburg Gardeners Groundsman Shed	• Fire extinguishers.
Sidmouth Connaught Gardens Gardeners Store	• Fire extinguishers.
Sidmouth Leisure Centre	• Automatic doors. • Emergency lighting system. • Gas fired boilers. • Thermostatic mixing valves (showers etc.).
Sidmouth Manor Pavilion Theatre	• Emergency lighting system. • Fire extinguishers. • Gas fired boilers. • Lifts (biannually). • Roller shutter door. • Thermostatic mixing valves (showers etc.). • Zip boilers.
Sidmouth Manstone Depot	• Fire extinguishers. • Roller shutter door. • Thermostatic mixing valves (showers etc.).

Location	PPM And Compliance Works
Sidmouth Manstone Workshops 1 to 9	• Roller shutter door.
Sidmouth Swimming Pool	• Lightning conductor. • Thermostatic mixing valves (showers etc.).

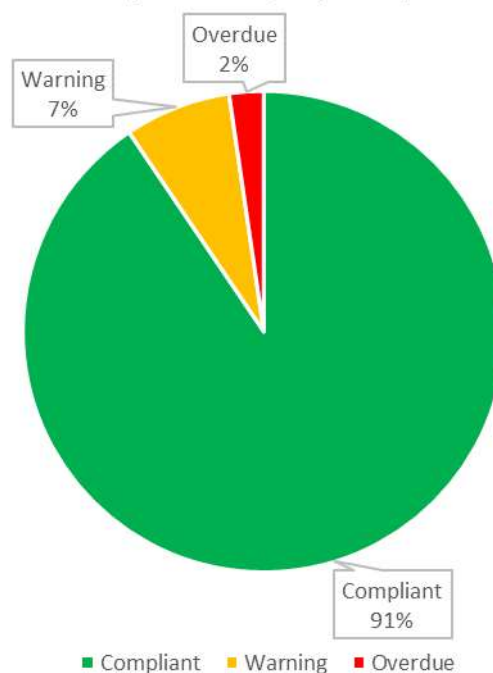
2.2.A summary of planned preventive maintenance (PPM) and compliance works planned between November 2024 and March 2025.

Location	PPM and Compliance Works
Axminster Leisure Centre	• Automatic doors. • Gas fired boilers. • Heating and ventilation maintenance.
Broadclyst Leisure Centre	• Automatic doors. • Heating and ventilation maintenance.
Budleigh Salterton Rolle Road PC	• Emergency lighting system.
Budleigh Salterton Station Road PC	• Emergency lighting system.
Exmouth Camperdown Depot	• CCTV.
Exmouth East Devon Tennis Centre	• Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance.
Exmouth Leisure Centre	• Automatic doors. • Heating and ventilation maintenance. • Lifts (biannually). • Pool Calorex systems. • Pool plant maintenance.
Exmouth Manor Gardens PC	• Electrical - fixed wiring (3 years).
Exmouth Manor Gardens Stage	• Stage equipment inspection.
Exmouth Ocean Building	• Doors and shutters.
Exmouth Pavilion	• Automatic doors. • Heating and ventilation maintenance.
Exmouth Phear Park Lodge	• Gas fired boilers.
Exmouth Phear Park PC	• Emergency lighting system.
Exmouth Station PC	• Emergency lighting system.
Exmouth Town Hall	• Assistance alarm. • Automatic doors. • CCTV. • Electrical – PAT test. • Emergency lighting system. • Fire alarm system. • Fire extinguishers. • Heating and ventilation maintenance. • Lifts (Biannually). • ZIP boilers.
Exmouth Withycombe Common Changing Rooms	• Gas fired boilers. • Heating and ventilation maintenance.

Location	PPM and Compliance Works
Honiton Blackdown House	• Automatic doors. • Fire extinguishers. • Generator maintenance. • Heating and ventilation maintenance. • Lifts (Biannually). • ZIP boilers.
Honiton East Devon Business Centre	• Automatic doors. • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Intruder alarm. • ZIP boilers.
Honiton Leisure Centre	• Automatic doors. • Heating and ventilation maintenance.
Honiton Swimming Pool	• Automatic doors. • Electrical - fixed wiring (swimming pool). • Heating and ventilation maintenance. • Lifts (biannually). • Pool Calorex systems. • Pool plant maintenance.
Honiton Thelma Hulbert Gallery	• Heating and ventilation maintenance. • Lifts (biannually). • Sump pump – clean.
Ottery St Mary Leisure Centre	• Automatic doors. • Emergency lighting system. • Heating and ventilation maintenance.
Seaton Axe Valley Wetland Centre	• Fire extinguishers.
Seaton Seafeld Garden Gardeners Shed	• Fire extinguishers.
Sidford Changing Rooms	• Heating and ventilation maintenance.
Sidmouth Connaught Gardens Putting Green Shed	• Electrical - fixed wiring (3 years).
Sidmouth Leisure Centre	• Automatic doors. • Heating and ventilation maintenance.
Sidmouth Manor Pavilion Theatre	• CCTV. • Heating and ventilation maintenance. • Intruder alarm. • Lifts (Biannually). • Stage equipment inspection.
Sidmouth Manstone Depot	• CCTV. • Fire alarm system. • Heating and ventilation maintenance. • Intruder alarm.
Sidmouth Swimming Pool	• Automatic doors. • Electrical - fixed wiring (swimming pool). • Fire alarm system. • Gas fired boilers. • Heating and ventilation maintenance. • Pool plant maintenance.

2.3. The status of compliance and PPM work is shown below.

Compliance and Planned Maintenance
(Status - 21/11/2024)



Previous report figures:
Compliant 88%, Warning 8%, 4% Overdue 4%.

- Compliant: More than 30 days to due date.
- Warning: Within 30 days to due date and 13 days past due date.
- Overdue: More than 14 days past due date (Overdue figures include work that may have already been undertaken but paperwork/certification is still to be issued/received).
- Key Performance Indicator: Overdue figure must not exceed 10%.

2.4. Other works not listed above, completed over the last six months and planned or ongoing over the next few months.

Location	Planned Works	Status
Colyton Leisure Centre	Lighting repairs in sports hall.	Completed.
Exmouth Camperdown Depot	Upgrading to electrical supply	Completed.
Exmouth Leisure Centre	EICR remedial works.	Phase 1 completed.
Exmouth Leisure Centre	Pool circulation pumps refurbishment.	Ordered, ongoing.
Exmouth Ocean	Investigations to various water ingresses.	Ordered, ongoing.
Exmouth Pavilion	EICR remedials.	Ordered, ongoing.
Exmouth Phear Park Depot	Structural survey works	Completed.
Exmouth Phear Park Depot	Structural repairs	Ordered, ongoing.
Honiton East Devon Business Centre.	Internal decorations	Completed.
Honiton East Devon Business Centre.	Carpet and blinds replacement.	Ongoing.
Honiton swimming pool.	Replacement of reception and viewing area light fittings.	Completed.
Honiton swimming pool.	Emergency lighting remedials.	Completed.
Seaton Riverside Workshops Unit 3	Schedule of dilapidations, electrical inspection & building works	Completed.
Seaton Seafeld Gardens Tennis Pavilion	Replacement of lighting	Ordered, ongoing.
Sidmouth Leisure Centre	Works to remove asbestos floor tiles & replace with vinyl flooring.	Completed.
Sidmouth Swimming Pool	Replacement of store doors.	Completed.
Sidmouth Swimming Pool	Repairs to flat roof over reception area.	Completed.
Sidmouth, Honiton, Exmouth swimming pools	Underwater surveys remedials and balance tanks maintenance works.	Completed.
Sidmouth, Honiton, Exmouth swimming pools	Remedial underwater H&S works & balance tanks cleaned.	Completed.

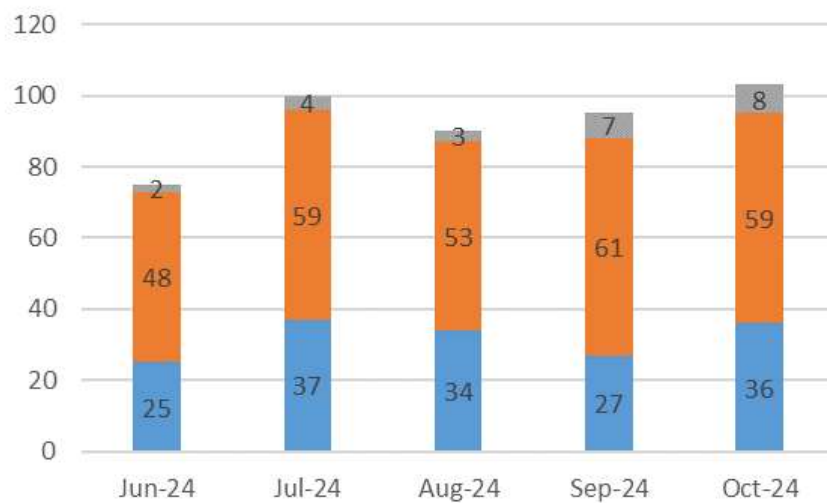
3. Reactive Maintenance

3.1. A summary of reactive jobs by property and allocation for the period June 2024 to October

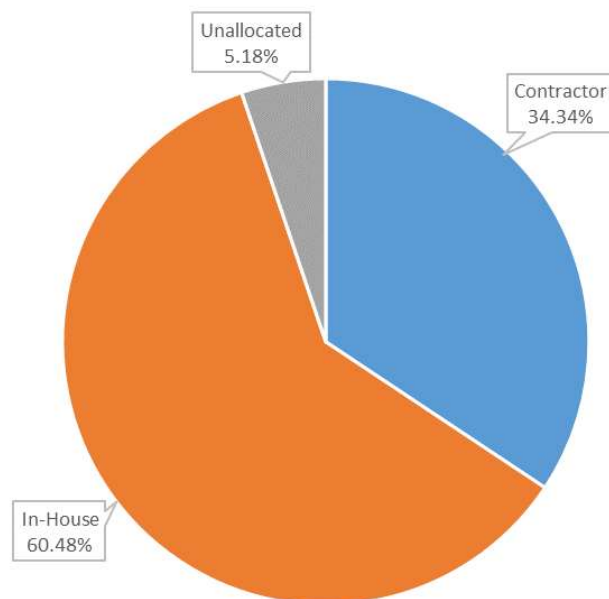
2024 is shown in the table below.

Month	Reactive Repair Cases			Totals
	Contractor	In-House	Unallocated	
Jun-24	25	48	2	75
Jul-24	37	59	4	100
Aug-24	34	53	3	90
Sep-24	27	61	7	95
Oct-24	36	59	8	103
Total	159	280	24	463
% by allocation	34.34%	60.48%	5.18%	100.00%

Reactive Repair Cases by Month
(June 2024 - October 2024)



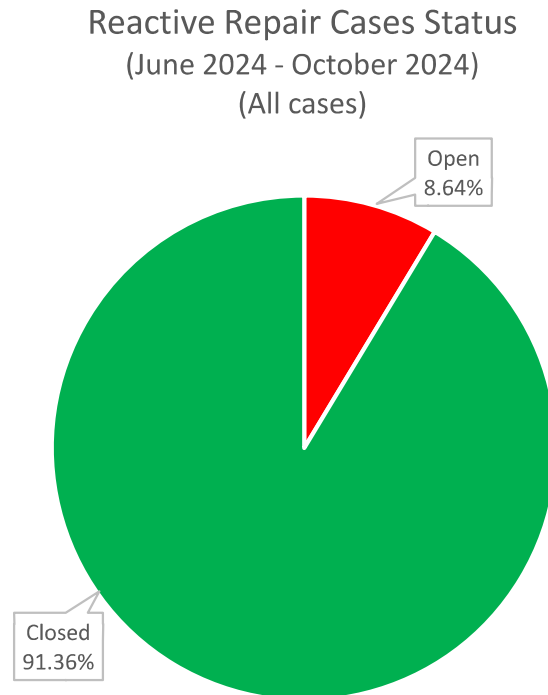
Reactive Repair Cases Allocation
(June 2024 - October 2024)



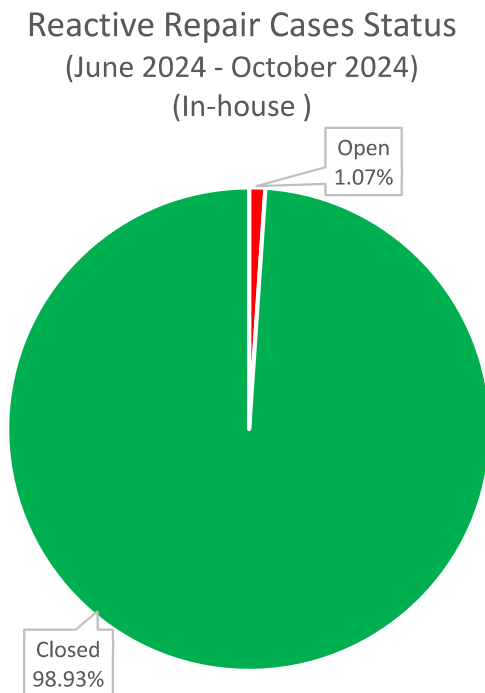
Last reports figures:

In House 53.96%, Contractor 41.52%, Unallocated 4.52.

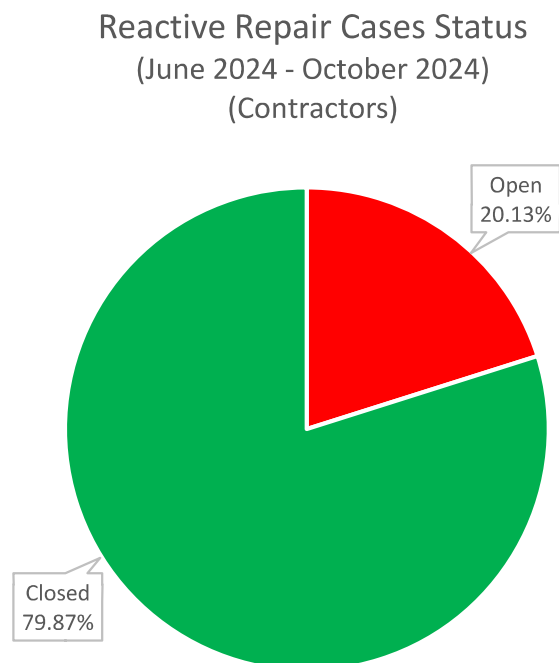
3.2. The status of reactive work for the period November 2023 to January 2024 is shown.



Last reports figures:
Closed 86.43%, Open 13.57.



Last report figures:
Closed 93.11%, Open 6.89%

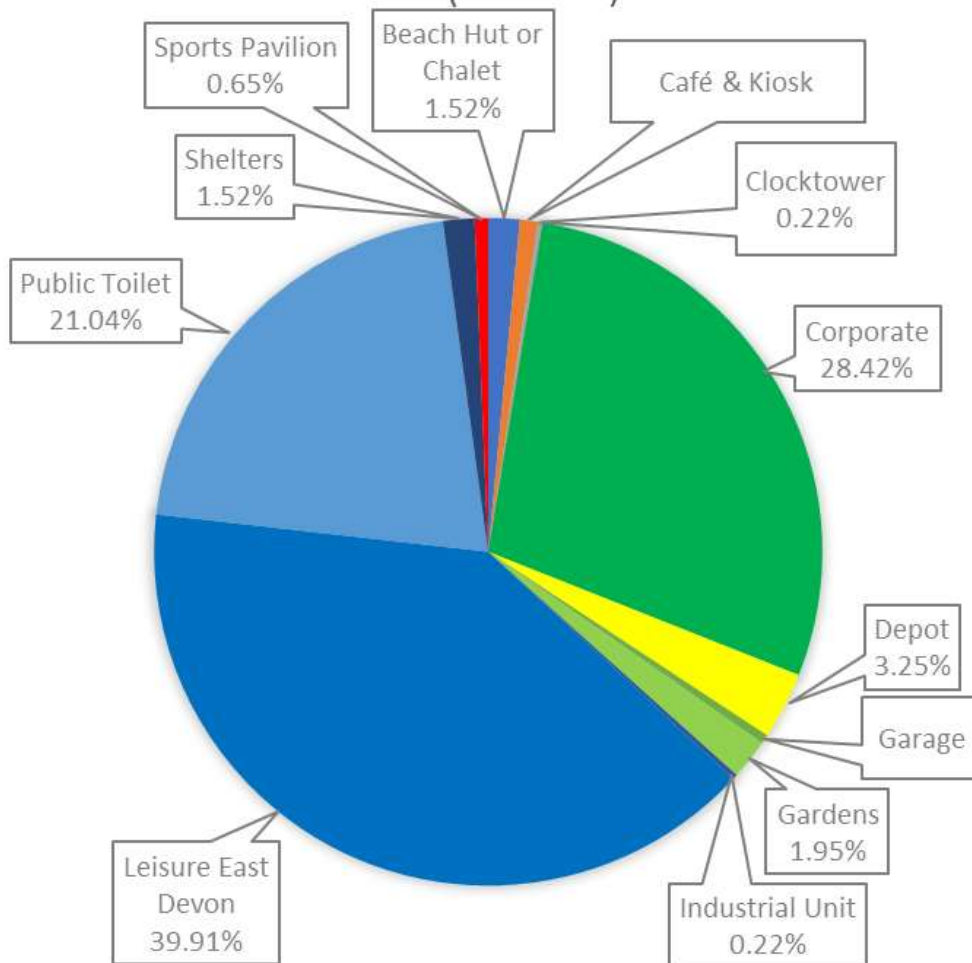


Last report figures:
Closed 80.93%, Open 19.07%

3.3. The distribution of reactive work by Asset type and allocation is shown in the charts below.

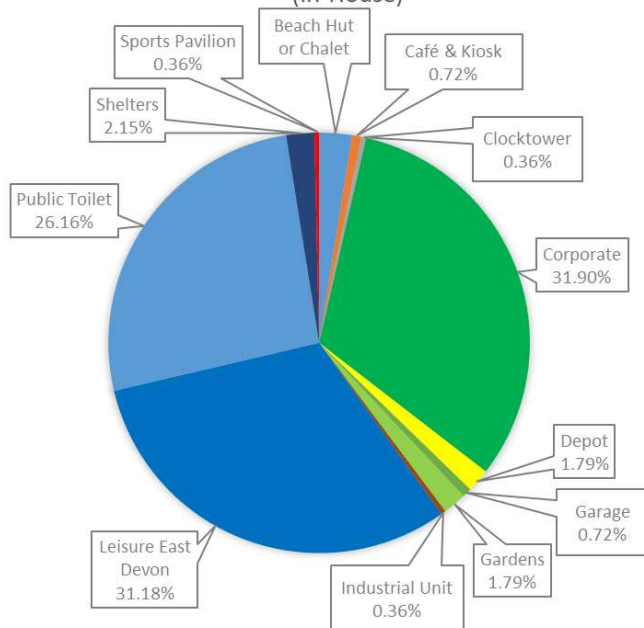
Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

(All Cases)



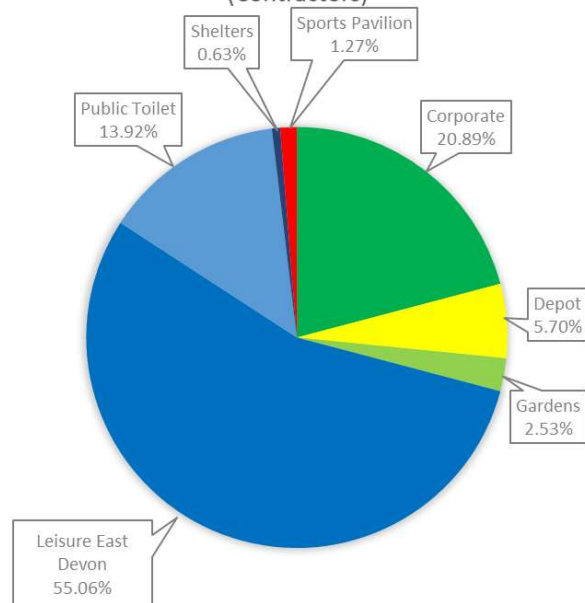
Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

(In-House)



Reactive Repairs Cases by Asset Type
(June 2024 - October 2024)

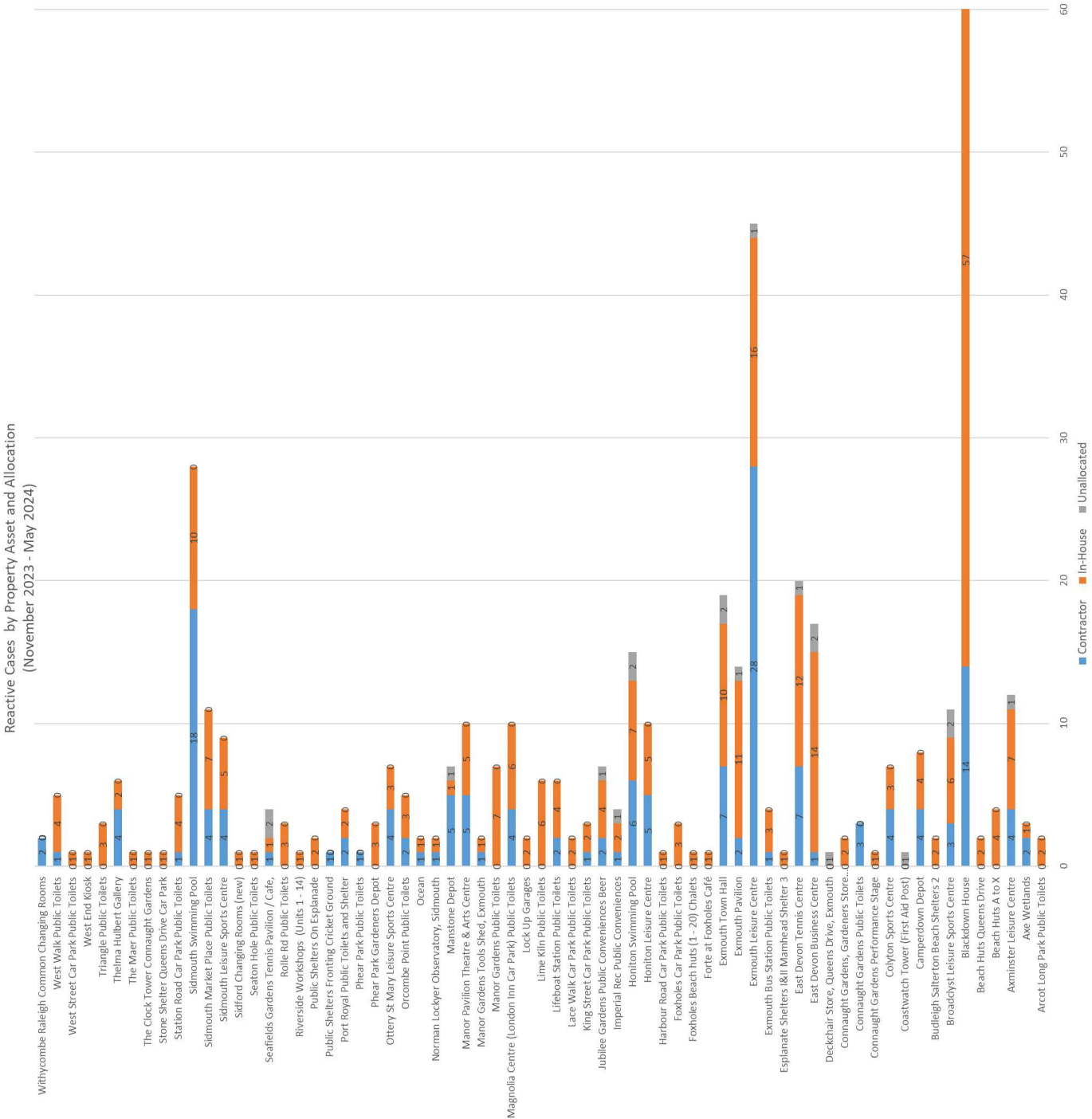
(Contractors)



Worth noting:

- Reactive work on LED managed assets was 39.91% (last report 41.52%) of the total work, a 1.61% reduction for the period.
- Reactive work by contractors on LED managed properties was 55.06% (last report 58.75%), a 3.69% reduction for the period.
- Most of the reactive work by the In-house Team is in corporate properties, 31.90% (last report 33.83%), a 1.93% reduction for the period.

3.4. The distribution of reactive work by property and allocation is shown in the chart below.



4. Summary of live capital projects

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
New Changing Rooms	2020/21	Seaton Football Club	£291,000.00	2021/22	Completed, final account paid.
Refurbishment and improvement works	2024/25	Exmouth Pavilion	£780,000.00	2025/26	Phase 1, Completed. Phase 2, design underway, estimated delivery June/July 2025.
Roof Replacement	2022/23	Broadclyst LC	£575,575.00	2023/24	Completed, defect period.
		Ottery St Mary LC		2022/23	Completed, defect period
FRA remedial works	2022/23	Axminster LC	£431,000.00	2023/24	All tendered.
		Broadclyst LC		2023/24	Prioritising work to fire alarm and emergency lighting systems:
		Colyton LC		2023/24	Axminster LC, complete
		Exmouth East Devon Tennis Centre		2023/24	Broadclyst LC, complete
		Exmouth LC		2023/24	Ottery St Mary LC, complete,
		Exmouth Pavilion		2023/24	Colyton LC, complete
		Honiton LC		2023/24	Honiton LC, complete
		Honiton Swimming Pool		2023/24	Sidmouth LC, complete.
		Ottery St Mary LC		2023/24	Exmouth Pavilion, complete
		Sidmouth LC		2023/24	East Devon Tennis Centre, complete
		Sidmouth Swimming Pool		2023/24	Compartmentation element to be reviewed and adjusted to budget.
Floor repairs and replacement	2022/23	Axminster LC	£364,550.00	2022/23	Completed.
		Exmouth LC		2024/25	Completed.
		Honiton LC		2022/23	Completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		Ottery St Mary LC – Dance Studio		2022/23	Completed.
		Sidmouth LC		2024/25	Completed.
		Broadclyst LC		2024/25	Completed.
Extractor fans, AC, AHU upgrades and refurbishment	2022/23	Axminster LC	£172,500.00	2023/24	Tendered
		Colyton LC		2023/24	Tendered
		Exmouth East Devon Tennis Centre		2023/24	Tendered
		Exmouth LC		2023/24	Tendered
		Exmouth Pavilion		2023/24	Tendered
		Honiton LC		2023/24	Tendered
		Ottery St Mary LC		2023/24	Completed.
		Sidmouth Swimming Pool		2023/24	Tendered.
Cold Water Storage Tank	2024/25	Exmouth Swimming Pool	£36,000.00	2024/25	Completed.
Energy Efficiency Review	2022/23	Corporate and LED Properties	£60,000.00	2022/23	Aborted, insufficient budget. Fee proposals obtained for the swimming pools. Additional £330K funding approved (from Climate Change Budget) to appoint consultants.
Corporate Property External Fabric and Roof Works	2022/23	Various Corporate Sites	£448,500.00	2022/23	Completed.
FRA Works	2022/23	Various Corporate Sites	£104,000.00	2022/23	All tendered.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
					Prioritising work to fire alarm and emergency lighting systems. Manor Pavilion, completed.
Rebuilding of Retaining Wall	2022/23	Mini Site No. 3, Durham Way	£101,000.00	2024/25	All work completed.
Roof replacement over courts 1-4	2024/25	Exmouth East Devon Tennis Centre.	£812,500.00	2023/24	Completed, defects period.
Surface water drainage improvements.	2023/24	Honiton Leisure Centre.	£25,500.00	2025/26	Detail design in progress, to be tendered. Budget might be insufficient.
Beach hut replacement.	2023/24	Sidmouth Jacobs Ladder Beach Huts.	£240,000.00	2025/26	Delayed, consultant to be appointed, estimated completion March 2025.
Public Toilet Investment Programme (including Changing Places)	2021/22	General	£3,342,000.00	2024/25 – 2025/26	Consultant's appointed, contract in place.
		Axminster West Street Car Park Public Toilets		TBC	
		Budleigh Salterton Cliff Path (West End / Steamer) Public Toilets		TBC	
		Budleigh Salterton East End (Lime Kiln) Public Toilets (Changing Places)		2024/25	Delayed, estimated completion February 2025.
		Beer Jubilee Gardens Public Toilets		TBC	
		Exmouth Foxholes Car Park Public Toilets (Changing Places)		2024/25	Delayed, estimated completion January 2025.
		Exmouth Magnolia Centre (London Inn) Public Toilets		TBC	

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
		Exmouth Manor Gardens Public Toilets		TBC	
		Exmouth Phear Park		TBC	
		Exmouth Queens Drive Public Toilets		TBC	
		Honiton Lace Walk Public Toilets		2024/25	Delayed, estimated completion March 2025.
		Seaton West Walk Public Toilets (Changing Places)		2024/25	Delayed, estimated completion February 2025.
		Sidmouth Connaught Gardens Public Toilet		TBC	
		Sidmouth Triangle Public Toilets		TBC	
		Sidmouth Ham West Carpark - Changing Places only.			Aborted, planning application refused.
		Sidmouth Market Place Toilets		TBC	
Roof Replacement	2024/25	Exmouth Pavilion	£509,000.00	2025/26	Design stages
Internal Decorations and Refurbishment	2024/25	Manor Pavilion	£265,000.00	2025/26	Phase 1 ordered, estimated completion February 2025
Internal Decorations and Refurbishment	2024/25	Thelma Hulbert internal decoration and refurbishment	£68,000.00	2025/26	Ordered, estimated completion February 2025
Water quality monitoring	2024/25	Various EDDC Swim Pools	£26,000.00	2024/25	Completed.

Capital Project	Year approved	Property	Approved Funding	Work Planned For	Status / Comments
Boiler Replacement / Decarbonisation	2024/25	Withycombe changing rooms	£113,500.00	2025/26	Consultants to be appointed.

5. Capital Bid Proposals for 2025/26

The Budget Setting and Capital Allocation Panel (BSCAP) bid proposals for the 2025/26 Budget and the Panel 's recommendations are shown below.

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Exmouth the Pavilion Theatre	Electrical remedial works	Latest EICR identified some serious issues with the electrical installation, the issues are classified as Code 2 faults, that are required to be done to ensure electrical safety. Some work has already been undertaken, but a large piece of work to replace two obsolete and undersized distribution boards cannot be afforded from the maintenance budget.	This is a health and safety matter and a compliance requirement. Can not be postponed or ignored.	£34,500.00	£34,500.00
Sidmouth Norman Lockyer Observatory	Structural repairs and conservation works.	Replacing of external rendering, associated new drainage to remove surface water away from the building walls, re-roofing works, structural repairs to Kensington dome doors, external works to the car park entrance and other associated works.	All the work is condition related. The proposed works will ensure the continued use of the building by members of the NLO and the public and will reduce the reactive maintenance.	£165,000.00	£0.00 (Deferred)

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Ottery St Mary Leisure Centre and Honiton Leisure Centre	Flooring works	Sports hall beyond economic repair. Replace / overlay existing. Dance Studio floor needs to be refurbished.	Uneconomic to continue repairing the Sports Hall's floor, H&S hazards, trips, falls, etc. Dance Studio floor needs to be refurbished, H&S hazard, trips, falls, etc.	£72,500.00	£72,500.00 (Subject to dual use agreement)
Swimming Pools (Exmouth, Honiton and Sidmouth)	UV filtering systems works	UV systems are old and beyond economic repair.	Health and safety related. Can not be postponed or ignored. Systems are old, repairs are costly as parts have been discontinued.	£88,500.00	£88,500.00
Exmouth the Pavilion Theatre	Toilet refurbishment works	Refurbishment of toilets in the foyer area, male, female and accessible toilets	Toilets need refurbishment, last refurbishment works were as follows: Accessible 2012, Male 2013, Female 2015.	£129,500.00	£0.00 (Deferred)
Exmouth Ocean	Terrace Paving works	Replacement of concrete slabs support, currently timber battens, with a proprietary slab support system that will last longer.	Existing terraces floor slabs are supported by timber battens, these are now rotting and to replace like for like is not economically viable in the long term.	£55,500.00	£55,500.00
Sidmouth Manor Pavilion Theatre	Roof replacement, ductwork, and structural works	Roof over dressing room needs replacement, structural elements and ventilation ductwork on the roof need to be replaced/maintained.	Roof coverings are beyond their design life, repairs and management hindered by ventilation ductwork and structures on the roof. The structural elements and ductwork on the roof are themselves in need of replacement / maintenance. Future maintenance easier and cheaper.	£176,500.00	£176,500.00

Property	Proposal	Details	Justification	Estimated Project Total	Recommended for approval
Swimming Pools (Exmouth, Honiton and Sidmouth)	Swimming pool underwater works	Various underwater works identified in the latest underwater safety inspections	Health and safety related. The proposed work is health and safety issues work identified in the last two underwater inspections.	£60,000.00	£60,000.00
Various Corporate Properties	External decorations and repairs	External decorations to several EDDC own public shelters, beach huts (Exmouth), lychgates, bandstands and performance stages, green and glass houses and other small buildings/structures.	Cyclical maintenance, external decorations, and repairs.	£460,500.00	£460,500.00
Various LED Operated Buildings	Internal decorations, repairs, and refurbishment.	Internal decorations to sports halls, dance studios and squash courts. High level / specialist work that cannot be done by either LED staff or in house.	This type of work has not been done for over 5 years. The walls look very dirty, even more now that we have replaced the sports halls floors in most of the leisure centres.	£67,000.00	£67,000.00 (Subject to dual use agreement)
Totals				£1,309,500.00	£1,015,000.00

6. SWAP Corporate Property Health & Safety Audit Results

- 6.1. Over the last few months SWAP (auditors) undertook an audit of the Team's work focusing on Health and Safety and Compliance. Whilst some minor issues were identified, the audit reported "...a generally sound system of governance, risk management and control...". SWAP considered the teams activity in this respect to have "...a low organisational risk and potential impact.
- 6.2. Whilst the issues identified and action plan are advisory only, the team is committed to address each finding by June 2025.
- 6.3. A copy of the final audit report and findings are included in this report.

Financial implications:

There are no financial implications identified in this report and works are within existing approved budgets.

Legal implications:

There is no direct comment to be made in relation to this update report, each and any individual issue will need to be considered as it arises.

Corporate Property Health & Safety – Final Report – November 2024

Audit Objective

To establish whether the council has effective controls for ensuring and monitoring compliance with health and safety legislation.

Executive Summary



Assurance Opinion

The review highlighted a generally sound system of governance, risk management and control in place. We identified some issues, non-compliance or scope for improvement which may put at risk the achievement of objectives in the area audited.

Management Actions

Priority 1	0
Priority 2	0
Priority 3	4
Total	4

Organisational Risk Assessment

Our audit work includes areas that we consider to have a low organisational risk and potential impact.

We believe the key audit conclusions and any resulting outcomes still merit attention but could be addressed by service management in their area of responsibility.

Low

Key Conclusions

Audit Scope

We reviewed the risk that EDDC corporate properties are unsafe or do not comply with health and safety legislation, resulting in danger to the public or staff, legal challenge, or reputational damage.

To do this we assessed the following controls:

- The council has approved policies and procedures that are accessible to officers.
- Contractors conducting compliance checks are suitably qualified and accredited.
- The council has a list of all corporate properties and their health and safety compliance needs.
- Premises inspections and risk assessments take place within reasonable timescales.
- Senior management receive regular compliance reports.
- Compliance and inspection records are accurate, and the council holds relevant evidence of checks.

We conducted our fieldwork between June and September 2024. Our testing focused on six corporate buildings.

Through testing we found that most services and inspections take place at the right times and the Place, Assets and Commercialisation (PAC) service had evidence of these checks.

Our testing also showed that, where a contractor found significant issues during a service or inspection, they had been addressed.

The council's Asset Management Forum (AMF) monitors compliance with the PAC service's 90% compliance target. Recent reports to AMF show performance at or just below the target.

The PAC service could strengthen the control framework by:

- Updating the frequency of fire alarm maintenance checks in the compliance spreadsheet.
- Reviewing and updating the four Building Management Plans that are overdue for review.
- Ensuring future agreements with contractors include the right to access evidence of the contractor's qualifications, skills and experience.
- Formally adopting the 90% compliance target as a key performance indicator.

Further Information

The Place, Assets & Commercialisation service has agreed to complete 4 actions by 1 June 2025.

Corporate Property Health & Safety – Final Findings & Action Plan

Audit Findings & Management Action Plan – November 2024

Finding	Action
<u>The compliance spreadsheet does not reflect the correct interval for fire alarm maintenance checks. Additional emergency lighting tests take place but are not separately recorded in the compliance spreadsheet.</u> Officers record the frequency of servicing and inspections for each property in the compliance spreadsheet. For fire alarms, the contractor conducts planned preventative maintenance twice a year. However, the formula in the compliance spreadsheet has been set up to only schedule this annually. For emergency lighting, the contractor conducts an annual three-hour test. This is a statutory requirement. For five buildings we checked, we found a test had been completed, but the next annual check had not been scheduled in the compliance spreadsheet. This means the compliance spreadsheet would not identify these tests as being due or overdue. On top of the statutory three-hour test, the council requires its contractors to complete an additional one-hour test annually. Officers told us that the three-hour and one-hour tests are recorded together, so they are not separately scheduled in the compliance spreadsheet. These tests should be recorded separately so they can be monitored more easily. EDDC Building Managers complete an emergency lighting test monthly. We could not find evidence that the results of these tests had been recorded electronically, as required by the Fire Safety Management Plan. However, officers did send us evidence of a manual recording log used at one building, Blackdown House, that shows they have conducted regular checks.	The Principal Building Surveyor will amend the formula in the compliance spreadsheet to schedule fire alarm maintenance inspections every 6 months. The Principal Building Surveyor will remind all Building Managers that details of monthly emergency lighting tests should be recorded and send them a log sheet for recording test results. The Principal Building Surveyor will update the Fire Safety Management Plan to specify that Building Manager monthly checks can be recorded manually rather than electronically. The Principal Building Surveyor will consider recording the additional 1-hour lighting tests separately in the compliance spreadsheet. However, this will require discussions with other teams to ensure it does not impact existing Power BI reporting.
	Priority 3 SWAP Reference AP#4985
	Responsible Officer Principal Building Surveyor
	Timescale 1 June 2025

Corporate Property Health & Safety – Final Findings & Action Plan

Finding	Action												
<u>We found cases where the last service or inspection had not been recorded on the compliance spreadsheet. We could not find service or inspection certificates for all buildings.</u> We found the following instances where the compliance spreadsheet had not been updated with details of the services/inspections completed: • For three buildings details of the latest PAT tests had not been recorded. • For two buildings details of the last asbestos survey completed had not been recorded. However, there were no significant issues found in these surveys. From the sample of six buildings checked, we found that one building, Withycombe Common Changing Rooms, did not have a Fire Risk Assessment. If details of inspections and risk assessments are not recorded on the compliance spreadsheet, future services may not be scheduled or followed up correctly.	Officers provided evidence that they have updated the compliance spreadsheet with details of these surveys and risk assessments. We recommended that the Place, Assets & Commercialisation team schedule a Fire Risk Assessment for Withycombe Changing Rooms. Officers told us they consider the building to present a very low risk for the following reasons: • This building is used irregularly, and when it is used, it is for short periods of time. • The building was constructed in 1998 in line with fire regulations. There have been no significant changes to fire regulations since that time. • There have been no alterations to the building that would necessitate a new risk assessment. • The StreetScene service complete monthly checks on the property and would report any issues they find to the Place, Assets & Commercialisation team. Therefore the service has accepted this risk. <table><tr><td>Priority</td><td>3</td><td>SWAP Reference</td><td>AP#4990</td></tr><tr><td>Responsible Officer</td><td></td><td></td><td>N/A</td></tr><tr><td>Timescale</td><td></td><td></td><td>N/A</td></tr></table>	Priority	3	SWAP Reference	AP#4990	Responsible Officer			N/A	Timescale			N/A
Priority	3	SWAP Reference	AP#4990										
Responsible Officer			N/A										
Timescale			N/A										

Finding	Action												
<u>Some agreements with contractors do not require them to provide evidence of qualifications, experience and training.</u> Most maintenance contractors are appointed through established procurement frameworks. Officers told us there are stringent requirements for suppliers to be part of these agreements, and these include checks on accreditations and qualifications. Where the council does not appoint through a framework, these tend to be for low value or low risk jobs, and officers confirmed they conduct commensurate checks. We tried to check contractors had the correct accreditations. We were not able to check every accreditation due to some information not being publicly available. However, where we could check, we found the council's contractors had the correct accreditations. We reviewed some of the agreements with current contractors. While these require contractors to employ competent tradesmen, some older agreements do not require the contractor to provide evidence of qualifications, experience and training upon request.	The Place, Assets & Commercialisation team will ensure that future agreements give them the right to request evidence of qualifications, training and experience. <table><tr><td>Priority</td><td>3</td><td>SWAP Reference</td><td>AP#5059</td></tr><tr><td>Responsible Officer</td><td></td><td colspan="2">Principal Building Surveyor</td></tr><tr><td>Timescale</td><td></td><td colspan="2">1 June 2025</td></tr></table>	Priority	3	SWAP Reference	AP#5059	Responsible Officer		Principal Building Surveyor		Timescale		1 June 2025	
Priority	3	SWAP Reference	AP#5059										
Responsible Officer		Principal Building Surveyor											
Timescale		1 June 2025											

Corporate Property Health & Safety – Final Findings & Action Plan

Finding	Action
<u>Management plans are overdue for review and are not easily accessible to staff.</u> We found four Non-Housing Building Management Plans were overdue for a review: Asbestos, Fire Safety, Gas Safety and Electrical Safety. The above plans were not available on the intranet but were saved on the 'S' drive. Some work has already started on updating the management plans and whilst the technical requirements are not expected to change significantly, there are administrative elements, such as changes in officers, which need updating.	The Principal Building Surveyor will ensure that the management plans are reviewed and updated, and copies saved on the intranet.
	Priority 3 SWAP Reference AP#4979
	Responsible Officer Principal Building Surveyor
	Timescale 1 June 2025

Finding	Action
<u>Key Performance Indicators have not been formally adopted.</u> We were advised that the only established KPI is a 90% compliance performance target. While this is monitored through the Asset Management Forum, this target has not been formally adopted.	The Place, Assets & Commercialisation team will consider formally adopting this key performance indicator by adding it to existing management plans.
	Priority 3 SWAP Reference AP#4988
	Responsible Officer Principal Building Surveyor
	Timescale 1 June 2025